

CALIFORNIA DEPARTMENT OF TRANSPORTATION

DUTY STATEMENT

CLASSIFICATION TITLE
Research Manager II (RM II)

DIVISION/BRANCH/OFFICE
Division of Transportation Planning

WORKING TITLE
Chief, Statewide Travel Data Analysis Branch

POSITION NUMBER **EFFECTIVE DATE**

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible, working cooperatively with team members and others, and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT

Under the general direction of the Chief, Office of Multi-Modal System Planning, the Research Manager II will act as the Statewide Travel Data Analysis Branch Chief. The incumbent is responsible for designing and managing travel data collection, maintenance and analysis for use in transportation modeling and system planning products statewide as well as other programs such as freight planning, sustainable community planning, and traffic operations and project Initiation documents (PIDs). The incumbent coordinates with Metropolitan Planning Organizations (MPOs), FHWA and the US Census on CA Household Travel Survey, National Household Travel Survey, and the on-going Census Transportation Planning products (CTPP) effort to provide multimodal travel data and demographic characteristics, home and work location and journey to work travel related information to internal and partner agencies. This includes responsibility for producing the official estimates of the statewide travel surveys. The incumbent is responsible for evaluating the emerging and state-of-the-art data sources and technologies including big data acquisition (i.e., cell phone, satellite, etc.) for deployment in Caltrans travel forecasting tool box. The incumbent is also responsible for producing and updating the multi-modal travel data forecasting report. This position requires computer skills, modeling and statistical experience and strong writing and presentation skills, complete and on time delivery of assignments, and managerial leadership.

TYPICAL DUTIES

30% E	Provide travel behavior, travel demand, and multi-modal modeling survey data and analysis to the districts, Headquarters' programs and regional planning agencies. Review, critique and make recommendations on new analytical survey procedures related to transportation supply, demand and impact and take initiative to deploy most feasible, advance data collection procedures.
30% E	Work with other divisions and programs and as requested other state and regional agencies to understand and identify data needs of their programs and design and produce appropriate data table to support their efforts. Serve as the statewide travel related survey expert and serve on Technical Advisory Committees, particularly those related to travel surveys and interregional travel data analysis.
10% E	Prepare and update as needed the Multi-Modal Travel Data Forecasting Report and provide consultative services to state and regional agencies and the public on their inquiries. Prepare high quality in-house reports. Retain and administer consultant contract.

20% M	Closely work with the modeling unit and the system planning unit as a team, participate in joint production of work and perform modeling and modeling related work as needed. Provide training to staff at Headquarters, Districts, RTPAs and other transportation entities in the application of survey data collection and techniques using transportation planning and analysis.
10% E	Develop the Branch's annual work plan, strategic planning, training needs, and other personnel issues. Apply effective project management, including developing specific work plan and timeline for each project assigned. Make oral and written reports to Caltrans management and technical group.

SUPERVISION EXERCISED OVER OTHERS

This position supervises research program specialists and planning staff.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- Knowledge of how travel-related survey data and results affect the long-term outcome of projects.
- Full knowledge of transportation data development and analysis activities related to transportation planning.
- Knowledge of system planning, traffic operations, the project development process, traffic analysis methods and techniques and application of computer models to real-world situations.
- Knowledge of techniques and methods for data collection and analysis for use in transportation modeling and analytical techniques.
- Knowledge of statistics as related to technical side of transportation planning, knowledge of project planning requirements and how technical tools and results are used, familiarity with historical and current analytical systems and tools, comprehensive knowledge of the planning processes and how it influences planning decisions.
- Knowledge of research methods and techniques.
- Knowledge of application of computer models to research data.
- Knowledge of forecasting and statistical methodology used in projection of data.
- Ability to effectively work and communicate with various disciplines and people and provide expert advice and information to partners and customers on the use of survey data.
- Ability to plan research, implements plan design, analyzes results and prepare/present technical results in oral or written format.
- Ability to manage sensitive projects and on-time delivery of assignments..

RESPONSIBILITY FOR DECISIONS/ ACTIONS AND CONSEQUENCE OF ERRORS

The incumbent is responsible for complex professional level technical and analytical work for the office of Multi-modal System Planning. Incomplete staff work could have negative impact on the Department's ability to effectively make planning decisions. Failure to successfully manage this highly technical area may result in delay or disapproval of state/federal transportation funding for state and local projects or negatively impact development of statewide plan and system planning products or project delivery.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with senior and technical-level staff in all districts, the California Air Resources Board, the California Energy Commission, Federal Highway Administration, Regional Transportation Planning Agencies, Metropolitan Planning Organizations, academic and research organizations, and private consulting firms.

WORK ENVIRONMENT

- Employee will work in a climate-controlled office under artificial light. However, energy conservation efforts may allow the building temperature to fluctuate.
- Employee may be required to travel in-state.
- Employee will work on a keyboard, have manual dexterity, be able to sit for long periods.
- The employee will handle multiple tasks, adapt to changes in priorities, and complete projects with short notice.

PHYSICAL REQUIREMENTS

There are no special physical requirements for this position.

I certify that I can perform the duties listed above with/without reasonable accommodation.*

EMPLOYEE

DATE

SUPERVISOR

DATE

**If you require reasonable accommodation you must provide medical substantiation prior to your established employment start date.*